# Finding Your Facility

If you are looking to start a new Annual Utilization Report for your facility, follow the steps below.

Please note: Logging in is only needed to start, submit and revise reports. If you wish to only search for facility information and submitted reports, please skip to Step 4.

1. *Login in to the ALIRTS by clicking "Login" on the left side of the screen, inside the grey bar.*



2. *Enter your login on the "Login" line and your password on the "Password" line*



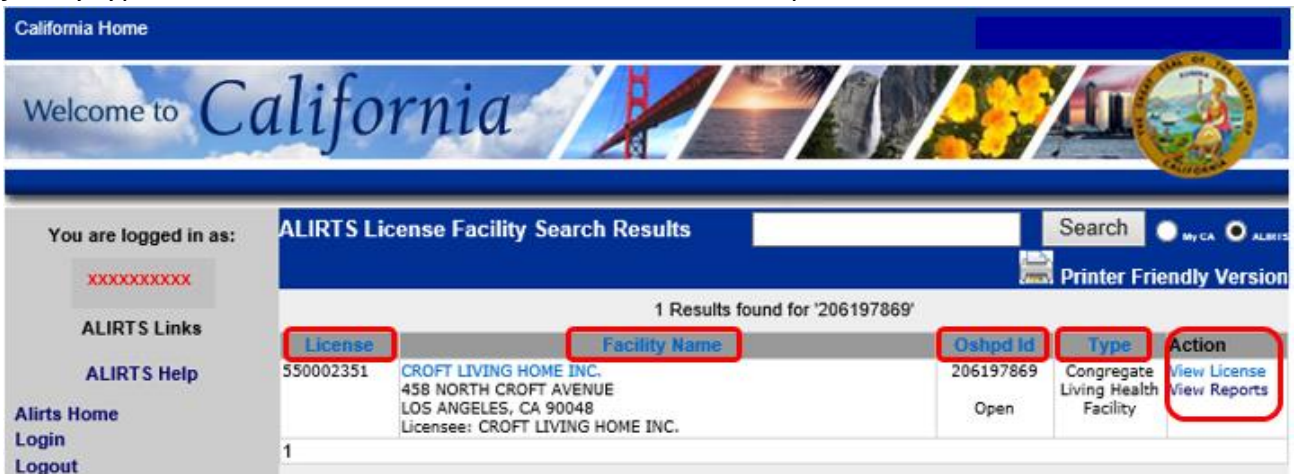***If you forgot your login, see the "Forgot Your Login?" worksheet***

3. *After you are logged in, you should see "You are logged in as:" with your username below it in red, if not go back to step 1.*



4. *Type in your OSHPD ID # in the search box then click "Search"*



5. *The next screen should show your license number, facility name, OSHPD ID number, facility type, and the two actions, "View License" or "View Reports."*



*If you cannot find your facility in ALIRTS, please contact OSHPD at (916) 326-3854.*